



EXPLANATION OF MOTION PROCESS

This information sheet explains the procedures that will be followed in the hearing room on the Motion to Vacate the Default Judgment or the Motion to Schedule/Reschedule. Please take a moment to read this sheet while you wait for your hearing.

A hearing examiner will conduct the hearing. The hearing will be recorded. You will be asked to state your name and address and swear to or affirm the truth of the testimony you will give. The hearing examiner will read into the record the ticket numbers before him/her.

District of Columbia law provides specific time periods for answering parking, moving and photo enforcement tickets. The tickets that you presented are no longer eligible for a hearing. As a result, you are required to make a written request to have a hearing by filing a *Motion*. This is your formal request for a hearing. You must explain why the individual tickets were not answered within the time period specified by law or why you did not attend a scheduled hearing. You must demonstrate *good cause* for your late response. Examples of good cause include, but are not limited to, incarceration, medical emergency, death in ones' immediate family, and unexpected out-of-state travel. Evidence or documents that support your statement should be attached to your Motion.

The hearing examiner will review the evidence you have submitted and may ask some additional questions concerning your written statement. The examiner will make a decision and give you a written hearing record indicating whether your Motion has been approved or denied.

If your Motion is denied, you are required to pay the fine and any penalties. If your Motion is approved for minor moving or photo enforcement tickets, proceed to the Scheduling Window to schedule your hearing for a future date. If your Motion is approved for parking tickets, the hearing examiner who granted your Motion will decide your first 10 tickets. A different hearing examiner will hear any additional parking tickets. You must report back to the walk-in hearing desk for another hearing number.

If your Motion is denied, you have the right to appeal the hearing examiner's decision. Your appeal must be filed within fifteen (15) calendar days of today's hearing date. You must submit a copy of your hearing record with your appeal. Appeal instructions and forms are available at the Information Desk and on the DMV website at **www.dmv.dc.gov**

After you have read this information sheet, please sign below and present it to the hearing clerk when called.

Signature

Print your name

Address